

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

INVESTIGATOR **Investigations Division**

Job Description

Attorney General's office Investigators are responsible for, but not limited to, the following: collecting data / evidence from available sources, taking photographs, statements, video and audio recordings and when necessary, conducting surveillance in locations throughout the state of Indiana for the purpose of representing the state of Indiana, analyzing documents, writing thorough reports, filing, typing, and research. Some travel, including occasional overnight travel is required, as is the need to be flexible.

Competency

To perform the job successfully, the individual must possess strong written and oral communications skills, proven case management and technical / computer knowledge, must be trustworthy, organized and highly motivated. They must also display tact, respect and ethical conduct in all aspects of the job.

Qualifications

The qualified candidate must have a minimum of a four-year degree from an accredited college or university, in a criminal justice or business related field. The qualified candidate may also be required to attend and successfully complete the Specialized Investigator Training Course at the Indiana Law Enforcement Academy, must pass a thorough background investigation and possess a valid Indiana driver's license.